

CORPS/PROGRAM NAME _____

THE SALVATION ARMY ADDENDUM

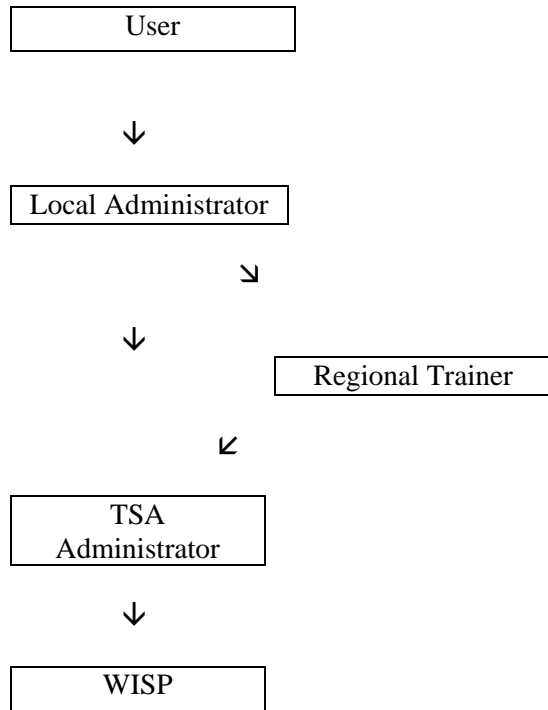
USER POLICY, RESPONSIBILITY STATEMENT & CODE OF ETHICS

For Wisconsin ServicePoint Client Information Management System

It is the policy of The Salvation Army, Wisconsin-Upper Michigan Division for all Wisconsin ServicePoint Users to agree and comply with the Wisconsin ServicePoint Client Information Management System User Policy, Responsibility Statement and Code of Ethics and The Salvation Army Addendum to that policy statement.

- It is expected that users will update client records in WISP within 72 hours.
- Must utilize The Salvation Army screen and answer all questions requested.
- Must receive orientation training prior to utilizing the system. Regional trainers may assist the local administrator in this training.
- All users are required to attend an annual refresher training. This will be coordinated through the Divisional Coordinator.
- When hard copy files have been utilized, the documentation will normally be transferred to the WISP system within five (5) business days.
- All users must comply with the WISP User Policy, Responsibility Statement and Code of Ethics.
- Users will utilize transactions for all clients and will complete case management goals for all clients receiving intensive case management.

Flow chart for information regarding system changes, problems, etc.



Signature of ServicePoint User

Date

Signature of Agency System Administrator

NOTE:

The original of this form will be returned to Divisional Headquarters for permanent record. A copy should be maintained locally on file.